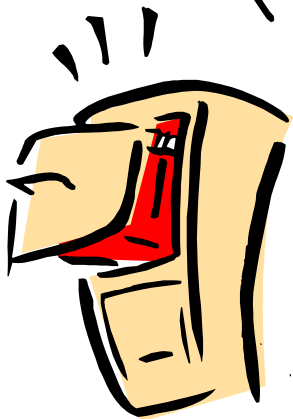


NEED TO CONTROL YOUR BUDGET?



MANAGE YOUR RECORDS!!!

Everything that is done, or not done in government, generates some kind of record. Regardless of how well you cut your costs, if you do not manage your records effectively, you are adding to your expense!

An efficient and effectively operated Records Management Program can save money!!

How?

Look inside -->

COST EFFECTIVENESS OF A RECORDS MANAGEMENT PROGRAM

BENEFITS OF RECORDS MANAGEMENT

Records management **saves money** by discouraging the creation of records that really aren't needed in the first place. It cuts down on unnecessary copying and on overhead and expenditures for space. Records management **reduces future costs** by ensuring that expensive new equipment, such as microfilm cameras and computers, are not purchased unless these tools will help you manage your information so much better that they repay or justify their costs. Records management **saves space** by removing inactive records from busy, crowded offices where space is at a premium, and sending them to storage, and by ensuring the timely destruction of records that are no longer needed. Records management **saves time** by ensuring that records are well organized and maintained. Records management promotes good government by making it easy for program administrators to locate and use information needed to monitor programs, ensure administrative continuity, and make informed policy decisions. Records management **protects the government** by ensuring that contracts, agreements, and other records of the government's legal rights and responsibilities are securely protected, well organized, and easily located when needed. Records management **serves the cause of history** by identifying and preserving important research records.¹

The economy and effectiveness of a records center stem from the manner in which it is organized and operated. Prompt and controlled reference service assures constant maintenance and use of records, saving valuable personnel time. Proper controls assure conformance with existing state and local records retention schedules, with an added benefit of revenues from the sale on a scheduled basis of disposable records as wastepaper. Most important, the records center assures the economical and protective housing of these non-current records which should be retained for administrative, legal, research or historical purposes by using low-cost space, equipment, and supplies designed for the storage of inactive records. Records centers are warehouses for records, and part of their success lies in standard on cubic foot (15 x 12 x 10 inches) cartons on industrial steel shelving units. Depending on the height of the ceiling and the ability to stack boxes 6 to 14 boxes high, records can be stored at a cubic foot to square foot ratio of 2:1 to 4.5:1. This is in contrast to normal office storage where the ratio of records stored to floor space utilized is 1:1. **Current cost avoidance figures** calculated by the Federal Government indicate that **for every cubic foot of records stored in a records center there is a savings of \$16.08.**²

¹ Bruce W. Dearstyne **The Management of Local Government Records: A Guide for Local Officials** (Nashville: American Association for State and Local History, 1988) p.10.

² A.K. Johnson Jr., CRM, **A Guide for the Selection and Development of Local Government Records Storage Facilities** (National Association of Government Archives and Records Administrators: New York, 1989) p.4.

Savings include:

- \$ A reduction in the volume of records on prime floor space by a minimum of 40 percent, if no retention schedule was in effect before the development and implementation of a responsive schedule; and a reduction of 25 to 30 percent, if an organization's retention schedule was not properly maintained, periodically updated, and enforced.
- \$ A substantial reduction in the prime floor space required to accommodate the records equipment. With space renting for \$20 to \$50 per square foot in urban areas, large real-dollar annual savings can be achieved.
- \$ The number of expensive file cabinets and other record housing units being reduced in proportion to the decrease in record volume on prime floor space. With file cabinets and other units now costing \$500, \$600, and even more per unit, additional large real-dollar savings are realized.
- \$ Controlling designated records and information so the organization will be in compliance with mandated federal, state and local government requirements for retaining records and information, thus reducing an organization's legal exposure.
- \$ Day-to day record and information retrieval and handling tasks being accomplished faster and easier because unneeded records are discarded and inactive records are transferred to less expensive storage. The organization's personnel do not have to plow through volumes of records that do not have to be, and therefore should not be, on expensive prime office floor space.
- \$ Eliminating the number and volume of duplicate records transferred to inactive storage. This provides reduced storage costs and faster and more accurate retrieval of information from storage.
- \$ Providing the control mechanisms and procedures necessary to preserve the vital and important records of an organization.³

³ Mary F. Robek, Gerald F. Brown, and Wilmer O. Maedke **Information and Records Management** (Mission Hills, CA: Glencoe/McGraw-Hill, 1987) pp. 10-11

COST EFFECTIVENESS OF A RECORDS MANAGEMENT PROGRAM

RECORDS MANAGEMENT SAVES MONEY BY:

- * **discouraging the creation of unneeded records.**
- * **reducing unneeded copying.**
- * **saving time by ensuring that records are well organized and maintained**
- * **saving space through the removal of inactive records** from busy, crowded offices where space is at a premium, and sending them to storage. Records management also saves space by ensuring the timely destruction of records that are no longer needed and by eliminating the number and volume of duplicate records transferred to inactive storage. This provides reduced storage costs and faster and more accurate retrieval of information from storage.
- * **recycling storage equipment and records.** Conformance with existing state and local records retention schedules allow file cabinets to be used only for current records. Revenues can be derived from the sale of unneeded equipment and from the sale on a scheduled basis of disposable records as wastepaper.
- * **reducing future costs.** The number of expensive file cabinets and other record housing units is reduced in proportion to the decrease in record volume on prime floor space. With file cabinets and other units now ranging in cost from \$300 to \$1300, and even more per unit, additional large real-dollar savings are realized.
- * **defining equipment needs.** Expensive new equipment, such as microfilm cameras and computers, are not purchased unless these tools will help you manage your information so much better that they repay or justify their costs.
- * **ensuring that records reflecting the government's legal rights and responsibilities are protected.** This ensures compliance with the law while preventing costly exposure to the legal discovery process.

HOW DOES IT WORK?

Records centers are warehouses for records, and part of their success lies in standard on cubic foot (15 x 12 x 10 inches) cartons on industrial steel shelving units. Depending on the ceiling height and the ability to stack boxes anywhere from 6 up to 14 boxes high, it is possible to store records at a cubic foot to square foot ratio of 2 to 1 up to 4.5 to 1 respectively.

This is in contrast to normal office storage where the ratio of records stored to floor space utilized is 1:1. Current cost avoidance figures calculated by the Federal Government indicate that on average for every cubic foot of records stored in a records center there is a savings of \$16.08.

A substantial reduction in the prime floor space required to accommodate the records equipment, allows a reduction in required office space. With space renting for **\$20 to \$50 per square foot in urban areas**, large real-dollar annual savings can be achieved.

A reduction in the volume of records on prime floor space by a minimum of **40 percent**, if no retention schedule was in effect before the development and implementation of a responsive schedule; and a reduction of **25 to 30 percent**, if an organization's retention schedule was not properly maintained, periodically updated, and enforced.

The economy and effectiveness of a records center stem from the manner in which it is organized and operated. Prompt and controlled reference service assures constant maintenance and use of records, saving valuable personnel time.

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